

Charity Number: 01163352

ALLIANCE FRANCAISE DE LEEDS

**TRUSTEES' REPORT AND RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2018**

ALLIANCE FRANCAISE DE LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

The trustees have pleasure in presenting their report and accounts for the year ended 31 August 2018.

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CH33ARITY, ITS TRUSTEES AND ADVISORS

Alliance Francaise de Leeds is a charitable incorporated organisation (CIO). The charity was registered on 1st September 2015, number 01163352. The charity commenced its activities on 1 September 2015.

The registered office and operating address is: -

Leeds Trinity University
Brownberrie Lane
Leeds
LS18 5HD

The charity trustees, who served during the year and up to the date of this report were: -

Henry Heavisides	(Resigned 18 November 2017)
Catherine VonKnorring	(Resigned 3 November 2018)
Doug Masterton	(Resigned 10 March 2018)
Stephen Mallinson	(Resigned 10 March 2018)
Paul Grave	(Resigned 10 March 2018)
Simon Higginbotham	(Resigned 10 March 2018)
Professor Martin Bygate	(Resigned 18 November 2017)
Gail Bond	(Appointed 10 March 2018)
Laura Sutherland	(Appointed 10 March 2018)
Phil Myerscough	(Appointed 10 March 2018)
Mick Carey	(Appointed 10 March 2018)
Caroline Cripps	(Appointed 10 March 2018)

Principal staff: Valerie Harkness (Untill February 2018) - Director
Jeanne-Marie Edon (From February 2018) - Director
Cynthia Rozanski – Course Director

Bankers: Yorkshire Bank
27 Springfield Place
Guiseley
Leeds
LS20 9AP

Independent examiner: Laura Masheder FCA DChA
Garbutt & Elliott LLP
33 Park Place
Leeds
LS1 2RY

ALLIANCE FRANCAISE DE LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document: Constitution

Constitution: Association

Trustee selection methods:

New Trustees are elected at the each annual general meeting by the members as necessary, e.g. following the retirement of any trustees at that meeting.

Members of the charity or the charity trustees may appoint a new charity trustee, either in place of a charity trustee who has retired, or one who has been removed, or where it has been decided to appoint an additional trustee.

OBJECTIVES & ACTIVITIES

Summary of the objects of the charity

- Promoting French and the culture of French speaking communities in and around Leeds;
- Providing a 'meeting place' for those who are keen to develop their knowledge of the French language and culture;
- Contributing to a better mutual knowledge and understanding between France and the UK through the organization of cultural and language exchanges.
- Disseminating the cultures of French and French speaking communities through the provision of clubs, resources and cultural events and through active participation in French and foreign cultural communication channels

Summary of the activities

The Alliance Française de Leeds has offered French classes and cultural events in order to meet the above objectives.

The Alliance Française de Leeds has promoted education generally in a manner which is consistent with the constitutional objectives of the Alliance Française de Paris founded in 1883, and represented since the 1st January 2008 by 'la Fondation Alliance française'.

The activities of Alliance Française de Leeds, which the trustees have overseen, have been in line with the guidance issued by the Charity Commission on public benefit and in accordance with Section 17 of the Charities Act 2011. The charity has made sure that all members of the public can have access to our courses and clubs, and we have offered special rates for full time students; and people with disability and health issues. We have offered discounts to allow those with financial difficulties to attend.

The management of the activities of the CIO rests on principles of moral responsibility which are essential to its independence. It will have no political or religious affiliation and will not discriminate on those grounds.

Volunteers

The activities of AF Leeds, eg, the running of clubs, the presentation of and organization of special evenings, the organization and running of classes, have been made possible thanks to the goodwill of volunteers and the support of trustees and tutors.

ALLIANCE FRANCAISE DE LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

Achievements and Performance

Summary of the main achievements of the charity during the year

- A good year, reaching around 130 different students by the end of the year.
- All types and levels of classes have been popular but our main demand is for Improver and Intermediate level classes.
- Links have been maintained with schools (supporting French language acquisition, exam preparation and promoting the language to the pupils).
- Cultural clubs have been particularly successful: cultural presentations, Independent film screening with discussion with the French Director, etc.
- We are now offering clubs to promote the language and culture: Book Club, Grammar Clinic and Phonetic Clinic. These clubs are getting very popular amongst our students and others that are too busy for regular classes.
- Through some of our events, our members were allowed to find out more about French customs and experience some of our traditions (Bastille Day, Epiphany, etc.). We offer one free event to our members per year, this year it was Bastille Day.
- We are now offering classes in Woodhouse in Leeds, reinforcing our presence in the city centre and our collaboration with other charitable organisations (Carlton Hill Quakers House).
- For the second year, we have participated to the European Day of Languages in September, offering free tasters to help promoting the event and reinforce our relation with Leeds City Council
- To personalize our offer to our senior students, we organise convivial and fun Conversation classes during the day at more convenient times so that they can attend
- We have built a solid team of people around AF Leeds: tutors, volunteers, students, trustees, all in support of our action.
- We are still working closely with the Enterprise Centre at Leeds Trinity University so that we can offer private classes effectively and offer meeting places to staff, students and visitors alike

Financial review

The charity's principal source of funds is class registration fees.

Spending has been mainly threefold:

- (i) tutors' fees,
- (ii) administration fees,
- (iii) room rental

We are hoping future spending to be towards

- (i) training of tutors and managers,
- (ii) premises.

Reserves Policy

The trustees have established a policy whereby the free reserves held by the charity, should be around 6 weeks of the charity's expenditure, which equates to £3,000 at 31 August 2018. At this level the trustees believe they would be able to continue the operations of the charity for the foreseeable future. The trustees will review the policy annually.

ALLIANCE FRANCAISE DE LEEDS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2018

Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

.....
Mick Carey
Chair of Trustees

Date 13 February 2019

.....
Gail Bond
Trustee

.....
Laura Sutherland
Trustee

.....
Phil Myerscough
Trustee

ALLIANCE FRANCAISE DE LEEDS

Independent Examiner's Report to the Trustees of ALLIANCE FRANCAISE DE LEEDS

I report on the financial statements of the charitable incorporated organisation for the year ended 31 August 2018, which are set out on pages 6 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Laura Masheder FCA DChA
Garbutt & Elliott LLP
Chartered Accountants
33 Park Place
Leeds
LS1 2RY

25 April 2019

ALLIANCE FRANCAISE DE LEEDS

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2018

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2018	TOTAL FUNDS 2017
	£	£	£	£
Receipts				
Membership and course fees:	47,302	-	47,302	37,613
Donations	2,500	-	2,500	2,500
Grants	-	-	-	2,137
Ticket sales from Bilingual event	-	-	-	452
Other	98	-	98	606
Total receipts	49,900	-	49,900	43,308
Payments				
Admin fee	15,718	-	15,718	10,336
Teaching	18,985	-	18,985	15,511
Course material	156	-	156	8
Advertising and publicity	1,195	-	1,195	964
Postage, stationary and photocopying	136	-	136	598
Travel expenses	111	-	111	287
Activities and events	252	-	252	116
Insurance	448	-	448	449
Room hire	3,231	-	3,231	2,088
Sundry costs	573	-	573	240
Bilingual event	-	-	-	2,320
Training	-	-	-	40
Refund of course fee	1,078	-	1,078	888
Governance costs	924	-	924	630
Total payments	43,065	-	43,065	34,475
Net receipts	6,835	-	6,835	8,833
Balance brought forward	11,407	-	11,407	2,574
Balance carried forward	18,242	-	18,242	11,407

Date 13 February 2019

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Mick Carey
Chair of Trustees

.....
Gail Bond
Trustee

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Laura Sutherland
Trustee

.....
Phil Myerscough
Trustee

ALLIANCE FRANCAISE DE LEEDS

STATEMENTS OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2018

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2018	TOTAL FUNDS 2017
	£	£	£	£
Assets				
Bank - Current account	18,242	-	18,242	11,407
Liabilities				
Accounting fees	368	-	368	350
Independent examination fee	399	-	399	380
Submission of annual return	-	-	-	40

Date 13 February 2019

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Mick Carey
Chair of Trustees

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Gail Bond
Trustee

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Laura Sutherland
Trustee

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Phil Myerscough
Trustee